

# Standard Mail (A)—Automation Letters

Related QSGs: 010, 012, 750, 810, 811, 922, 923, 924

Nonprofit: 670

# 640

Quick Service  
Guide

**Eligibility Overview (E640)** Mailings of 200 or more addressed pieces must be 100% delivery point barcoded (C840), sorted and marked as described below. All pieces must be automation-compatible (C810). Pieces are eligible if not required to be mailed at First-Class rates or at Periodicals rates. Nonprofit rates require specific authorization (E670).

Rates and Fees (R600)	Regular	Nonprofit
5-Digit (optional)	\$0.155	\$0.082
3-Digit	0.175	0.095
Basic	0.183	0.099

Annual \$85.00 presort mailing fee (E612.4.7).

Destination discounts apply to mail prepared as prescribed by USPS and addressed for delivery within service area of destination BMC (or ASF) or SCF.

**Addressing (A800, A950)** Each piece must also include a complete delivery address with correct ZIP Code or ZIP+4 code. Address and barcode quality subject to A800 and CASS/MASS standards in A950. Addresses matched using CASS/MASS-certified process within 180 days before mailing date.

**Characteristics and Content (C810, C840)** Maximum weight: 3.3087 ounces for Regular rate mail and 3.3407 ounces for Nonprofit rate mail (pieces over 3 ounces must meet additional standards in C810.7).  
Shape: rectangular. Aspect ratio from 1:1.3 to 1:2.5 (C810.2.2).  
Dimensions:  
■ Minimum: 3-1/2 inches high, 5 inches long, and either 0.007 inch thick *if not more than 4-1/4 inches high and 6 inches long*; or 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both*.  
■ Maximum: 6-1/8 inches high, 11-1/2 inches long, and 0.25 inch thick.  
All letter-size reply cards and envelopes (business reply, courtesy reply, and metered reply mail) provided as enclosures must meet the standards in C810.8.

**Deposit (D600)** Mailing entered at an acceptance point designated by USPS.

**Mail Preparation and Sortation (M810)** Marking on each piece:  
■ Regular: "Bulk Rate" (or "Blk. Rt.") and "AUTO."  
■ Nonprofit: "Nonprofit Organization" (or "Nonprofit" or "Nonprofit Org.") and "AUTO."  
Pieces not claimed at an automation rate may not be marked "AUTO" unless single-piece postage is affixed or a corrective single-piece rate marking is applied under P600. Pieces do not require an "AUTO" marking if they bear a DPBC in the address block or on an insert visible through the window in the address block or lower right corner (M012).  
Documentation:  
■ Postage statement:  
Regular: Form 3602-PR (meter or precanceled stamp) or Form 3602-R (permit imprint), as applicable.  
Nonprofit: Form 3602-PN (meter or precanceled stamp) or Form 3602-N (permit imprint), as applicable.  
■ Address and barcode accuracy: Form 3553 (A950).  
■ Supporting documentation: required unless correct rate affixed to each piece, or unless each piece is of identical weight and separated by rate when presented for acceptance; documentation generated by PAVE-certified software (or printed in standardized format).  
1-foot or 2-foot trays used (M033) where appropriate (e.g., when enough mail to fill a 2-foot tray, a 2-foot tray must be used).  
Barcoded tray labels required (M032).  
See reverse for tray label Line 2 information.  
Trays on pallets (M040) are permitted and preferred.  
Trays must be sleeved and strapped (M033.1.5). See M033.1.6 for exceptions to strapping for mailings that originate and destinate in delivery area of same SCF. Strapping not required on trays placed on 5-digit, 3-digit, and SCF pallets that are secured with stretchwrap.

**Postage and Payment Methods (P600)** Method: precanceled stamp (P023), meter (P030), or permit imprint (P040); applicable conditions and restrictions.  
Additional standards apply to mailings of nonidentical-weight pieces.

**Special Services (S900)** May not use registry, insurance, special handling, certified, return receipt for merchandise, or COD services (E612.4.1).

This guide is an overview only. For the specific DMM standards applicable to this category of mail, consult the DMM sections referenced above and the general sections within each DMM module.

## Traying Sequence

**5-Digit/Scheme  
(Optional)**

**Trays:** At least 150 pieces to same 5-digit ZIP Code or 5-digit scheme destination; packaging not permitted; only one overflow tray permitted per destination.

**Barcoded Labels:** For Line 1: use city, state, and 5-digit ZIP Code on mail; on optional 5-digit scheme trays, use destination in City State File.

**Rate:** 5-Digit

**3-Digit/Scheme  
(Required)**

**Trays:** At least 150 pieces to same 3-digit ZIP Code/ scheme destination; smaller quantities not permitted; packaging not permitted; only one overflow tray permitted per destination.

(Exception: After all full trays are prepared, one less-than-full tray must be prepared for any remaining pieces for each 3-digit ZIP Code/scheme of SCF serving post office where mail is verified.)

**Barcoded Labels:** For Line 1, use L002, Column B, for destination facility.

**Rate:** 3-Digit or Basic<sup>1</sup>

**AADC  
(Required)**

**Trays:** At least 150 pieces to same AADC (see L801); smaller quantities not permitted; packaging not permitted; pieces within trays grouped by 3-digit/ scheme; only one overflow tray permitted per destination.

**Barcoded Labels:** For Line 1, use L801 for destination facility.

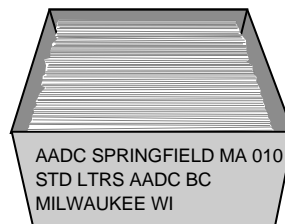
**Rate:** Basic

**Mixed AADC  
(Required)**

**Trays:** All remaining pieces placed in mixed AADC trays; pieces within trays grouped by AADC; only one less-than-full mixed AADC tray permitted per mailing.

**Barcoded Labels:** For Line 1, use "MXD" followed by origin facility in L802 or L803 as appropriate.

**Rate:** Basic



<sup>1</sup>Basic rate for any 3-digit/scheme tray for the origin SCF area containing fewer than 150 pieces.

<sup>2</sup>Use "5D BC" on 5-digit trays; on optional 5-digit scheme trays, use "BC 5D SCHEME."

<sup>3</sup>Use "3D BC" on 3-digit trays; on 3-digit scheme trays, use "BC SCHEME" and, if applicable, as shown in L002, Column B, followed by the letter "A," "B," or "C."

Where overflow trays are permitted, they are required for required presort levels and optional for optional presort levels (M033.2).

Packaging required in all mailings consisting entirely of postcard-size pieces and for pieces in overflow, less-than-full trays.